BEST PRACTICE CATALOG

Project Title: **HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM**

Function Category: ☐ **PATIENT-FOCUSED** ☒ **ORGANIZATION** ☐ **STRUCTURES**

Subcategory: **Management of Human Resources** Heading: **Managing Resources**

Key Word(s): **Human Resources Management**

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Hospital: **Atascadero State Hospital**

Purpose: **An information management system for employee-specific data designed to run on a local area network (LAN). DMH-approved project in response to "Y2K" concerns.**

Brief Description: **Approximately 40 forms and reports have been developed to date in this application which was created in Microsoft's Access '97. Through this system, managers and other appropriate personnel are able to track, monitor and report employee compliance with mandatory training, annual physicals, performance evaluations, and so on.**

Selection Basis/Criteria: **Positive outcomes as a result of this new system include the following:**

- Human Resources information management system that is "Y2K" compliant.
- Increased efficiency in entering employee data (this will be further enhanced if bar code scanning is implemented).
- Increased efficiency in running needs assessments and compliance reports.
- Improved accuracy of reports.
- Improved report format.
- Increased flexibility in generating specialized reports.

The following items are available regarding this Best Practice:

☐ **Photographs** ☐ **Video Tape** ☐ **Drawings** ☒ **Manual**

☐ **Other :** _____

DATE SUBMITTED: September 21, 1998

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